

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 16							
1 CONTRACT/PURCH ORDER/ AGREEMENT NO N40085-08-D-1403			2 DELIVERY ORDER/ CALL NO 0005		3 DATE OF ORDER/ CALL (YYYYMMDD) 2011 Sep 14		4 REQ / PURCH REQUEST NO ACQR2233393		5 PRIORITY								
6 ISSUED BY NAVFAC MID ATLANTIC HAMPTON ROADS IPT 9742 MARYLAND AVENUE NORFOLK VA 23511-3095			CODE N40085		7 ADMINISTERED BY (if other than 6) SEE ITEM 6			CODE		8 DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)							
9 CONTRACTOR TEC INC. 2496 OLD IVY RD STE 300 NAME AND ADDRESS CHARLOTTESVILLE VA 22903-4895			CODE 0L251		FACILITY		10 DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11 MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED								
							12 DISCOUNT TERMS		13 MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 7								
14 SHIP TO SEE SCHEDULE			CODE		15 PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE - P O BOX 998022 CLEVELAND OH 44199		CODE N68732		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width:10%;">16 TYPE OF ORDER</td> <td style="width:10%;">DELIVERY/ CALL</td> <td style="width:5%; text-align: center;"><input checked="" type="checkbox"/></td> <td rowspan="2" style="width:80%;">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract</td> </tr> <tr> <td>PURCHASE</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>												16 TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract	PURCHASE	<input type="checkbox"/>
16 TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract														
	PURCHASE	<input type="checkbox"/>															
ACCEPTANCE THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME																	
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)							
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1																	
17 ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule																	
18 ITEM NO		19 SCHEDULE OF SUPPLIES/ SERVICES				20 QUANTITY ORDERED/ ACCEPTED*		21 UNIT		22 UNIT PRICE							
SEE SCHEDULE																	
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA TEL: (b) (6) EMAIL: (b) (6) BY: (b) (6)		<div style="font-size: 2em; color: red; font-weight: bold;">(b) (6)</div>		25 TOTAL \$119,896.01							
						CONTRACTING / ORDERING OFFICER				26 DIFFERENCES							
27a QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																	
b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c DATE (YYYYMMDD)		d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE									
e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28 SHIP NO		29 DO VOUCHER NO		30 INITIALS							
f TELEPHONE NUMBER		g E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32 PAID BY		33 AMOUNT VERIFIED CORRECT FOR							
36. I certify this account is correct and proper for payment.						31 PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34 CHECK NUMBER							
a DATE (YYYYMMDD)		b SIGNATURE AND TITLE OF CERTIFYING OFFICER								35 BILL OF LADING NO							
37 RECEIVED AT		38 RECEIVED BY		39 DATE RECEIVED (YYYYMMDD)		40 TOTAL CONTAINERS		41 S/R ACCOUNT NO		42 S/R VOUCHER NO							

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		119,896.01	Dollars, U.S.	\$1.00	\$119,896.01

FFP

XE03 Environmental Assessment for the Tactical Road Improvement at JEB Fort

Story

FOB: Destination

PURCHASE REQUEST NUMBER: ACQR2233393

NET AMT

\$119,896.01

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101					\$0.00

FUND ACRN AA

FFP

Funding Doc. No.: V4789811RXR0763 CUSTOMER ACRN AA

FOB: Destination

MILSTRIP: V4789811RXR0763

NET AMT

\$0.00

ACRN AA

\$119,896.01

Section C - Descriptions and Specifications

STATEMENT OF WORK

Project Title: ENVIRONMENTAL ASSESSMENT FOR THE TACTICAL VEHICLE ROUTE IMPROVEMENTS

The contractor's responsibility is directly to the Contracting Officer via the Contract Specialist. Any requested change/deviation in scope must be brought to the attention and/or approved by the Contracting Officer. In no case shall changes to the contract scope be made at the Activity level or by any person other than the Contracting Officer.

Award: \$119,896.01

Engineering Services	(b) (4)
Travel and Subsistence	(b) (4)
Total D. O. Value	\$119,896.01

Acceptance of this task by the contractor constitutes an accord and satisfaction and represents payment in full for both time and money and for any and all costs, impact effect and delays and disruptions arising out of, or incidental to the work as herein revised.

Contact Information:

Navy Technical Representative (NTR):

(b) (6)
[Redacted]
[Redacted]

Naval Facilities Engineering Command, MIDLANT
Attn: (b) (6), Code OPNCEV
9742 Maryland Ave
Norfolk, VA 23511-3095

Contract Specialist:

[Redacted]
[Redacted]

Naval Facilities Engineering Command, MIDLANT
Attn: (b) (6) OPHA10
9742 Maryland Ave
Norfolk, VA 23511-3095

Contract Number: N40085-08-D-1403

A/E Firm: TEC Inc.
NTR: (b) (6)
Original Date: 18 July 2011
Revised: n/a

PART I

I. INTRODUCTION

This delivery order shall provide all services necessary to complete all required Environmental Planning documentation (e.g. Environmental Assessment) and any supporting documentation for actions associated with the Tactical Vehicle Route Improvements at JEB-Fort Story.

SATEC is a fenced in 100 acre compound, utilized by Naval Special Warfare Development Group for urban training and tactics development. The 100 acre compound is fenced in and not accessible by private vehicles. There are numerous existing unimproved vehicle routes that require improvement to provide realistic training and limited testing for tactical vehicles.

Plan for The Tactical Vehicle Route Improvements at JEB- Fort Story

- There is approximately 5000 feet of single and double lane routes that require enhancements around the SATEC Village area. At a minimum the following requirements shall be met:

Purchase and install geo-textile fabric to separate the existing sub-grade from the aggregate base.

Purchase, deliver and install an aggregate base material. The contractor shall annotate in their proposal how thick and what type of an aggregate base they are proposing, and what method was utilized to calculate the required thickness.

Purchase, deliver and install a choke stone over the aggregate base.

The MRAP vehicle is the largest and weighs up to 48,000 lbs. All vehicles will travel up to three times a week for 5 hours a day.

Single lane routes shall be 10 feet wide and double lanes shall be 20 feet wide.

Construct theatre represented unimproved roads with varied widths, a 2 lane thorough fare with culverts, overpass containerized), training guard rails, telephone poles, round-about and replica security check points along with various IED, Vehicle Borne Improvised Explosive Device (VBIED) and Human Borne Improvised Explosive Device (HBIED) simulators and ordnance caches will enhance training and awareness to local NSW and EOD units

III. DOCUMENTS

A. Environmental Assessment (EA)

The Contractor shall prepare an Environmental Assessment (EA), Coastal Consistency Determination (if applicable), and Draft Finding of No Significant Impact (FONSI) to analyze the potential environmental effects of implementing the proposed action. The primary NEPA concerns are but not limited to: Aesthetics, Airspace, Air Quality, Cultural Resources, Environmental Justice, Infrastructure, Human Health and Safety (public safety and hazardous materials), Land Use and Coastal Zone, Natural Resources (geology, topography, soils, biological resources, threatened & endangered species, surface water, groundwater, storm water, etc.), Noise, Socioeconomics, Traffic and Transportation, and Water Quality. Upon approval of the DOPAA, the contractor shall submit a draft Navy Notification Letter to NTR and begin working the analysis portion of the EA.

IV. IMPACTS OF THE PROPOSED ACTION

The EA will address the Navy's mission as it relates to the "Purpose and Need". The Consultant will need to describe the existing conditions. The Consultant should address impacts from the proposed action.

The environmental assessment shall provide an objective analysis of all pertinent issues associated with the implementation of the proposed action. The final document shall also provide data sufficient to support subsequent decisions on the proposed action, made by Navy authorities with respect to social, economic, and environmental considerations, and satisfy the Navy's obligations under NEPA. The Consultant will estimate the impacts on cultural resources, water quality, and air quality. Mitigation measures to minimize potential environmental impacts should be recommended. Data collected will be suitable for inclusion in any required water quality and air quality certificates and permits.

V. GENERAL REQUIREMENTS

All work shall be performed in accordance with this SOW and all applicable Federal regulations, instructions, and public law including but not limited to:

The National Environmental Policy Act (NEPA) of 1969, 42 USC 4321, as amended
Council on Environmental Quality (CEQ) Regulations for Implementing the National Environmental Policy Act (40 CFR Sections 1500-1508) dated 1 July 1986
OPNAVINST 5090.1C Chapter 5

The Endangered Species Act of 1973, 16 U.S.C.1531, as amended
 Joint Regulations (United States Fish and Wildlife Service, Department of Commerce); Endangered Species
 Committee Regulations, 50 CFR 402 Interagency Cooperation
 Clean Air Act, as amended, including Conformity requirements (42 USC 7401 et seq)
 Fish and Wildlife Coordination Act, 16 U.S.C. 661-666c
 Migratory Bird Treaty Act, 16 U.S.C. 703-711.
 Bald and Golden Eagle Protection Acts, 16 U.S.C. 668-668d.
 Archaeological and Historic Preservation Act of 1974
 Clean Air Act and Amendments
 Clean Water Act, including NPDES permits
 Corps of Engineers, Department of the Army, Regulations, 33 C.F.R. 320-330
 Safe Drinking Water Act, 42 U.S.C. 300f.
 Executive Order 11593 – Protection and Enhancement of the Cultural Environment, May 13, 1971.
 Executive Order 11988 – Floodplain Management
 Executive Order 11990 – Protection of Wetlands
 Executive Order 12114 –Environmental Effects Abroad of Major Federal Actions
 Executive Order 12898 – Environmental Justice
 Executive Order 13045 – Environmental Health and Safety Risks to Children
 Executive Order 13186 – Responsibility of Federal Agencies to Protect Migratory Birds, January 11, 2001.
 Resource Conservation and Recovery Act, (Solid Waste Disposal Act), 42 U.S.C.6901
 Pollution Prevention Act of 1990, 42 USC 651 et seq
 National Historic Preservation Act, 16 U.S.C. 470 and 36 C.F.R. 800: Protection of Historic Properties.
 Archaeological Resources Protection Act of 1979, 16 U.S.C. 470aa-470mm)
 Executive Order 11593: Protection and Enhancement of the Cultural Environment, May 13, 1971
 Native American Religious Freedom Act
 American Indian Religious Freedom Act of 1978 (42 USC 1996)
 Native American Graves Protection and Repatriation Act
 National Oceanic and Atmospheric Administration Federal Consistency Regulations (15 CFR Part 930)
 Marine Mammal Protection Act
 The Mining Act of 1971, NC GS Chapter 74, Article 7
 Land and Water Conservation Fund Act of 1965
 Wild and Scenic Rivers Act, as amended
 Noise Control Act
 Resource Conservation and Recovery Act, (Solid Waste Disposal Act), 42 U.S.C. 6901.
 Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601.
 Emergency Planning and Community Right-to-Know Act, 42 U.S.C. 11001.
 Pollution Prevention Act of 1990, 42 U.S.C. 651 et seq.
 Antiquities Act of 1906, 16 U.S.C. 431
 Atomic Energy Act, 42 U.S.C. 2011.
 Occupational Safety and Health Act of 1970, 29 U.S.C. 651.
 FAA Order 7400.2, Procedures for Handling Airspace Matters

The contractor shall designate one individual employee, by name and title, which shall be the central point of contact for all tasks accomplished under the auspices of this work effort.

Contractor personnel or persons employed by or in any way responsible to the contractor shall make themselves available for technical issue discussion, evaluation, and solution. The technical issues are perceived to be any operational or structural difficulties encountered in understanding procedures and programs developed as a component of this effort. In addition, if required, the contractor shall support transition of work completed to date to other contractors for support beyond the scope of activities included in this SOW.

Neither the contractor nor the contractor's personnel will give news releases or conduct media interviews concerning the work performed under this contract. All media inquiries shall be directed to NAVFAC and the NTR.

All original materials, visual aids, software, notes, and text developed in performance of the tasks listed herein shall be the property of the United States and not be used, distributed, or published by the contractor or any contractor employee, directly or indirectly, without specific permission provided through the Contracting Officer's Representative (COR) or the Contracting Officer (KO).

When the contractor is required to travel, provisions of the Military Joint Travel Regulations (JTR) shall be used for reimbursement purposes. Whenever possible, arrangements for government quarters shall be arranged to defray costs.

The contractor shall, without additional expense to the government, be responsible for obtaining any necessary access, licenses and permits and for complying with any Federal, State and local laws, codes and regulations applicable to the performance of this work.

VI. EA REPORT FORMAT AND CONTENT

The EA document shall be prepared in an Environmental Impact Statement format using an interdisciplinary team approach. The report shall be concise and focused on pertinent environmental issues. The format is specified in CEQ regulations, Part 1502. A summary of the format is provided below for review with the corresponding CEQ Regulation section identified in parenthesis for reference to detailed requirements.

Cover Sheet (1502.11).

Table of Contents (1502.10 (c)). The Contractor shall include a list of tables, list of figures and an acronym list as part of the Table of Contents. Acronyms should be limited to a manageable number to facilitate the reading of the document by the average citizen or layperson.

Executive Summary (1502.12). The summary shall include a brief description of the proposed action, purpose and need, alternatives to the proposed action, environmental impacts, significance of impacts, and commitment to mitigation. The executive summary will include a table identifying the environmental impacts of each alternative.

Purpose and Need (1502.13). This section shall be developed as Chapter 1 of the EA, and shall specify the underlying purpose and need to which the agency is responding in proposing the proposed action and alternatives. The purpose and need section shall also present the objectives of the proposed action, explain the decisions to be made, identify permits, deeds, licenses, entitlements, and any other necessary requirements needed to implement the project.

Alternatives Including the Proposed Action (1502.14). This section will be developed as Chapter 2 of the EA, and shall discuss the rigorous exploration and objective evaluation of all reasonable alternatives. For alternatives eliminated from further study, a brief explanation of the reasons for such elimination shall be provided. The No Action Alternative shall be included in the alternative analysis. The contractor shall present in narrative form the summary of environmental impacts of the proposed action and alternatives. This shall be accomplished through the development of a matrix that allows for the comparison of the type, magnitude, direction, and duration of impacts to all environmental media. Through coordination with Navy personnel, the contractor shall develop a project description that describes all actions necessary to implement the proposed actions. Alternatives shall be developed in coordination with Navy personnel utilizing operational screening criteria. The contractor shall document the operational screening criteria and alternative development process.

Affected Environment (1502.15) (Chapter 3). This section shall succinctly describe the environment of the area affected, as it exists prior to a proposed action, including existing and anticipated uses/activities in the area, i.e., a baseline description from which to compare the probable impact. The descriptions are to be no longer than necessary to understand the effects of the proposed action. The amount of detail provided in such descriptions should be commensurate with the extent and impact of the action, and with the amount of information required at the particular level of decision making. Environmental resources to be considered (but not limited to) are:

Aesthetics
Airspace
Air Quality
Cultural Resources
Environmental Justice
Infrastructure
Human Health and Safety (public safety, hazardous materials and waste, etc.)
Land Use and Coastal Zone
Natural Resources (geology, topography, soils, biological resources, threatened
& endangered species, surface water, groundwater, storm water, etc.)
Noise
Socioeconomics
Traffic and Transportation
Water Quality.

Environmental Consequences (1502.16) (Chapter 4). This section contains all scientific data and analysis of impacts upon which the comparisons of alternatives shall be based. Impacts shall be quantified and qualified for positive and negative effects on the physical, natural and man-made environment. Mitigation measures shall be identified for each alternative. The contractor shall apply a holistic approach to environmental impact analysis by addressing impacts to ecosystems as well as impacts to individual environmental resources. Comparisons in the alternatives section of the EA will be based on the environmental consequences analysis for the proposed action and alternatives. Description of environmental effects shall encompass direct, indirect and cumulative effects and their significance on the physical, biological, and man-made (economic and social) environment. Parameters used to evaluate environmental impacts shall also be discussed. Mitigation measures shall be identified and evaluated for effectiveness. The following shall also be included in the environmental consequences chapter:

Possible conflicts between the proposed action and the objectives of Federal, state, local, and regional land use plans, policies, and controls for the area concerned.

Energy requirements and conservation potential of alternatives including the proposed action including all mitigation measures being considered.

Any irreversible or irretrievable commitment of natural or depletable resources, and conservation potential of the proposed action and the alternatives.

Relationship between local short-term use of man's environment and maintenance and enhancement of long-term biological productivity.

Means to mitigate and/or monitor adverse environmental impacts.

Any probable adverse environmental effects, which cannot be avoided and are not amenable to mitigation.

References (Chapter 5).

List of preparers (1502.17) (Chapter 6). The names, expertise, experience, and professional disciplines of the persons responsible for preparing the NEPA/E.O. 12114 documentation or significant background papers. Where possible, the persons who are responsible for a particular analysis, including analyses in background papers, will be identified.

List of personnel and agencies contacted or consulted (1508.9) (Chapter 7).

Appendices (1502.18). The contractor shall prepare appendices if warranted. All appendices will be listed in

the Table of Contents.

VII. PROJECT SCOPING AND COORDINATION

All consultation with military activities, state and federal agencies will be coordinated through the NTR . Contact and coordination may be needed with, but not limited to, the following federal, state, and local agencies:

U.S. Army Corps of Engineers (COE)
U.S. Fish and Wildlife Service (USFWS)
U.S. Forest Service (USFS)
National Park Service (NPS)
National Marine Fisheries Service (NMFS)
Environmental Protection Agency (EPA)
State Environmental and Natural Resource Agencies
State Park agencies
State Historic Preservation Officer(s) (SHPO)

****NOTE**** – SHPO consultation will be conducted by NAVFAC MIDLANT/EV Core

The results of interagency coordination will be addressed as appropriate throughout the alternatives analysis, affected environment discussion and the environmental consequences comparisons.

Consultation Package: The contractor shall prepare inputs to agency correspondence. It is anticipated that the construction action will prepare all other necessary permits to implement the proposed action. Section 404/401 permitting (if required) will be completed under a separate Task Order or in house by the Government.

The Contractor, NAVFAC MIDLANT and affected activities shall discuss the specifics for scoping and agency consultation at pre-performance (kick-off) meetings to be held within 14 days after award of this contract.

VIII. SELECTED STUDIES AND FIELD SURVEYS

General Requirements. The contractor shall obtain and review all relevant field studies and related literature prior to conducting field surveys.

IX. INFORMATION PROVIDED TO CONTRACTOR

Several references are available through the military activities under consideration. Additionally, the following information will be provided to the contractor:

- Concept and/or preliminary design drawings of proposed action
- Any standard operational procedures (SOPs, training plans, test evaluations, etc.)
- Additional information will be supplied as data needs are identified to the NTR

Points of contact at NAVFAC MIDLANT EV CORE

NAVFAC MIDLANT EV21

(b) (6)
[Redacted]
[Redacted]

Naval Facilities Engineering Command, MIDLANT
Attn: (b) (6) Code EV21
9742 Maryland Ave.
Norfolk, VA 23511-3095

X. SUBMITTAL, REVIEWS, AND MEETINGS

Unless otherwise specified, the following contract submittals and meetings (Tasks) are required within the time frames specified below (days are expressed in calendar days):

TASK 1: Pre-performance (Kickoff) Meeting and POAM.

The contractor shall meet with representatives from the Navy within 14 days of delivery order award onsite in Virginia Beach, VA. The purpose of the meeting in Virginia Beach, VA is to discuss the requirements contained in the SOW, review the POAM (see TASK 2) including the draft schedule of submittals, discuss environmental planning strategy, special site considerations, purpose and need, alternatives, overall content and structure of the EA, and the medium/quantity/distribution methodology of all contract submittals. The contractor shall coordinate with the NTR prior to the pre-performance meeting. The contractor will prepare and disseminate a Kickoff Meeting Agenda five (5) days prior to the meeting. The contractor will be responsible for preparing and disseminating minutes within 5 days following the Kickoff Meeting. Minutes will be in an electronic format for dissemination by e-mail. The contractor shall prepare a draft timeline for completion of the required submittal and other key events required in this contract within seven (7) days prior to the pre-performance meeting(s). This submittal is required electronically and required for distribution seven (7) days prior to the kickoff meeting. POAM will be updated as required to reflect changes in milestones in monthly progress reports and a Final POAM will be distributed electronically seven (7) days following the kickoff meeting.

TASK 2: Purpose and Need, Description of Proposed Action and Alternatives (DOPAA [Chapters 1 and 2]).

The contractor shall electronically submit Chapters 1 and 2 for the EA. This submittal shall also include draft letters initiating agency consultation where applicable. Advance copy shall be provided electronically to NTR for approval prior to release to distribution. Government comments on Chapters 1 and 2 will be provided within approximately 21 days of receipt of the submittal. A meeting to discuss review comments may be required. The draft DOPAA will consist of the first two chapters of the NEPA analysis. The first chapter will be the purpose and need for the action and any pertinent background information. The second chapter will be a description of the proposed action, preferred alternative, no-action alternative, and action alternatives. Based on existing data, the contractor will make a recommendation of the appropriate environmental data baseline for this NEPA document. After receiving scoping comments from the Government, the contractor will review the DOPAA for accuracy and completeness and revise it as needed within 15 days after the comment review meeting. The revised DOPAA shall be submitted to the NTR electronically. Upon completion (within 2 days) of the revised DOPAA the contractor shall submit to the NTR a draft Navy Notification Letter as described in OPNAVINST 5090.1C Chapter 5.

TASK 3: Draft EA, Draft Coastal Consistency Determination (CCD, if applicable).

The contractor shall submit Draft Environmental Assessment and Draft CCD (if CCD is required). This submittal shall include at least Chapters 1-4 and any necessary technical appendices. The submittal may be made electronically, CD or hardcopy as discussed in pre-performance meeting (for planning purposes estimate 10 hard copies). Outstanding information/analysis shall be clearly identified along with the timeframe for securing such information/analysis. A Draft CCD discussing the applicable enforceable policies shall also be submitted. Advance copy shall be provided electronically to NTR for approval prior to release to distribution. Government comments on the Draft EA and Draft CCD will be provided within 20 days of receipt of the submittal. A meeting to discuss review comments may be required.

TASK 4: Pre-Final EA and Draft Finding of No Significant Impact (FONSI).

The contractor shall submit a Pre-Final EA in hardcopy and electronic format (for planning purposes estimate 10 hard copies). The draft FONSI shall be submitted electronically. Government comments on the Pre-Final EA will be provided within 20 days of receipt of the submittal. Upon approval by the government this submittal (Pre-Final EA) shall be delivered to the applicable State Clearinghouse and other applicable agencies identified throughout the NEPA process. The government will be responsible for revising the draft FONSI.

TASK 5: Final EA.

Within 15 days of receipt of Government comments on the Pre-Final EA, the contractor shall submit Final EA for government distribution (for planning purposes estimate 15 hardcopies and 15 CDs). This submittal shall include

applicable agency concurrences. The consultant shall prepare a Draft NOA and shall be sent electronically to the NTR with the Final EA. The Draft NOA shall be reviewed at the Final draft EA review meeting. The final version of the NOA shall be submitted within one (1) day following comments by the NTR. The consultant shall publish the approved NOA in a local newspaper for three (3) consecutive days, which will include a weekend.

TASK 6: NEPA Project Record.

The contractor will be responsible for preparing a project record also known as The Administrative Record. The contractor will compile a project record during the EA process in compliance with the Navy guidance reference documents. The project record will be submitted to NAVFAC (the NTR) within 20 days after the publication of the FONSI (if applicable). The project record will be submitted in both hard copy (2 copies) and electronic PDF copy (10 copies) on CDs. The project record will consist of the acquired referenced resources, studies and data used in the analyses, preparation of the NEPA document, and preparation of associated studies noted in this SOW. Cite memorandums of agreement, personal communications, E-mails, meeting notes and decisions notes that are pertinent. Questions regarding Project Record content should be forwarded to the NTR for Naval legal counsel opinion. In addition to the Project Record the contractor shall submit two (2) CDs containing the Signed FONSI, Final EA, Legal Sufficiency Memorandum, Statement of Technical Review, and NOA affidavit.

TASK 7: Additional Meetings.

Additional meetings and conference calls may be scheduled at the discretion of Government or the contractor. For planning purposes, the contractor shall assume two (2) additional meetings above and beyond what has already been discussed in this SOW. Meetings with local, state, and federal agencies shall be arranged as necessary. The contractor shall attend and actively participate in meetings held in conjunction with the preparation of the document. The contractor will provide agendas, and prepare information sheets for distribution at meetings. The contractor shall facilitate these meetings as needed and prepare a written summary report of all meetings.

XI. DISTRIBUTION OF SUBMITTAL

Prior to submittal, contractor shall make electronic version of each submittal available to NAVFAC MIDLANT for review and comment, prior to delivery to customer.

All submittals will be mailed directly from the contractor to save time in distribution. Mailing addresses will be provided to the contractor during the pre-performance meeting.

XII. OTHER SUBMITTAL REQUIREMENTS

The contractor shall prepare written responses to all government comments, which include how and where the comments were addressed/incorporated, or the reasons why they were not incorporated. A matrix format is recommended.

Originals of all materials prepared under this contract are the property of the U.S. Government. All prepared materials as well as all documents furnished to the contractor must be returned to the Government before final payment can be made.

The contractor will provide all text in Microsoft Word format. Automated project mailing lists, as applicable, shall be submitted in Microsoft Word, spreadsheets and similar data presentations shall be provided on Microsoft Excel. All submittals will be recorded on Compact Disk compatible with Navy equipment and software.

With each submittal the contractor is required to include all geospatial data used. When submitting electronic format (i.e. .pdf or .doc) the contractor must compress all figures used in the document and to provide both a Acrobat Adobe PDF version and Microsoft Word version of the submittal.

The original camera-ready document shall consist of a master adequate for printing with an 8 1/2" X 11" paper size. It is permissible to use foldout sheets as long as the eleven-inch vertical dimension is retained. All draft and final submittals must be letter quality; all pages must be numbered with chapter number followed by page number (1-1, 1-2, 1-3, 2-1, 2-2, 2-3, etc.). Appendix Documentation submittals must be letter quality with all pages numbered (A-1, A-2, B-1, B-2 etc.).

To the maximum extent possible, all documents prepared under this tasking shall be black-and-white copy. Color figures, charts and pictures are to be kept to a minimum. Where practical, color figures and charts should be readable when reproduced in black-and-white copy.

Copies of references used in developing the EA shall be provided upon request.

XIII. SPECIAL CONSIDERATIONS

This contract will be administered by Commander, Naval Facilities Engineering Command, MIDLANT, 9742 Maryland Avenue Norfolk, VA 23511-3095. The Navy Technical Representative (NTR) is (b) (6)

The government reserves the right, at its option, to further define and focus work on the document, as outlined and within this scope of work in order to meet compliance requirements. No changes will be made without prior approval of the Contracting Officer from NAVFAC MIDLANT.

Initial site visits shall be required.

Attendance and presentations at meetings with resource agencies and the military shall be required.

Entry onto military installations is a privilege granted by the Commanding Officer of the activity. The Contractor must adhere to conditions of access and security at all times. The NTR will assist in obtaining permission for access. The Contractor will be required to subordinate his schedule to the military's schedule of operations in the project area.

The product(s) resulting from services provided to the government by any consulting firms under the provision of this contract become the sole property of the U.S. Government. The use of 'logos' and Contractor's identification on individual pages, covers, plates or in other places contained in documents submitted to the U.S. Government are unacceptable.

Documents should clearly be marked preliminary draft, draft, pre-final, and final with appropriate date of deliverable.

All electronic submittals shall be submitted via electronic mail to: angela.peyton@navy.mil and his designees.

(End of text)

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
000101	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	01-MAR-2012	119,896.01	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 9710100 74D6 000 47898 0 068688 2D XR0763

COST CODE: 47898110M6CQ

AMOUNT: \$119,896.01

CIN 00000000000000000000000000000000: \$119,896.01

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

5252.232-9301 Invoicing Procedures Electronic. As prescribed in 32.7004 insert a clause substantially the same as the following:

INVOICING PROCEDURES ELECTRONIC (NOV 2009)

(a) In accordance with DFARS Clause 252.232-7003 titled "Electronic Submission of Payment Requests", this contract/order requires use of the DoD Wide Area Workflow (WAWF) system for the submission of invoices. This web-based system, located at <https://wawf.eb.mil>, provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business Point of Contact (EBPOC), and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) Within ten (10) days after award, the designated CCR EBPOC is responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988 for the DISA WAWF Helpdesk or emailing cscassig@csd.disa.mil. Once the company's CAGE code is activated, the CCR EBPOC must self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The contractor shall use the following document type, DODAAC codes with corresponding extensions, and inspection and acceptance locations when submitting invoices in WAWF:

Initial Document Creation requires the following:	
Contract Number	N40085-08-D-1403
Delivery Order Number	0005
Cage Code/Ext	0L251
Pay DoDAAC	N68732
Document Type	Navy Construction / Facilities Management Invoice
On the WAWF "Header Tab" the following is required:	
Issue Date	14 Sept 2011
Issue By DoDAAC	N40085 HRIPT
Admin By DoDAAC	N40085 HRIPT
Inspect By DoDAAC/Ext	N40085 HRIPT
Ship To Code/Ext or Service Acceptor or Accept By DoDAAC/Ext	N40085 HRIPT
Ship From Code/Ext	LEAVE BLANK
LPO DoDAAC/Ext	N40085 HRIPT
Once Submitted, select "Send More Email Notifications"	
Inspector Email Address	Not Applicable
Accountable Official Email Address	Not Applicable

Operations Assistant (OA) Email Address	Not Applicable
Activity Fund Administrator email Address	Not Applicable

The NAVFAC WAWF point of contact for this contract is (b) (6) and she can be reached at (b) (6).

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore "_" which is an acceptable character. There is NO maximum to the number of files that can be attached to an invoice, however EACH file is limited to a maximum file size UNDER 2 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to "Send More Email Notifications." Select "Send More Email Notification" and add additional email addresses noted above in the first email address blocks. This additional notification to the Government is important to ensure that the specific acceptor/receiver is aware the invoice documents have been submitted into WAWF.

(f) If you have any questions regarding WAWF, please contact the WAWF helpdesk at 877-251-WAWF (9293), ccl-ec-navy-wawf-helpdesk@dfas.mil or the NAVFAC WAWF point of contact identified above in section (d).

(End of clause)